

Doses Administered Exercise 2010 Lite
Exercise Preparation Guide
(OPTION 2)

Option 2 (Web-based Aggregate): This option gives Project Areas the ability to collect data manually. An aggregate reporting screen has been added to the CRA application to allow direct data entry into the application via a web browser.

Step	Action	Suggested Completion Date
1	Confirm Project Area participation in DAX 2010.	Sep 1
2	Identify a CRA Point of Contact (POC) for the exercise. <ul style="list-style-type: none"> Send to crahelp@cdc.gov 	Sep 8
3	Confirm decision to use Option 2. <ul style="list-style-type: none"> Send to crahelp@cdc.gov 	Sep 8
4	<p>Ensure <u>ALL</u> individuals that will be accessing web-based CRA have an active SDN digital certificate.</p> <ul style="list-style-type: none"> If the user does not have a digital certificate, notify the PHA* to add the user to the CRA Application. Once added, the user can contact the PHIN Helpdesk at PHINTech@cdc.gov or (800)532-9929 to request a digital certificate. If the user has an expired digital certificate, contact the PHIN Helpdesk at PHINTech@cdc.gov or (800)532-9929 for instructions on how to update their digital certificate. <p>Ensure <u>ALL</u> users (PHA* and DES**) who will be accessing and/or entering data into CRA have been added to the CRA Application, assigned to the appropriate organization (clinic) and have an active SDN digital certificate.</p> <ul style="list-style-type: none"> Only DES** users must be assigned to an organization. If the user does not have an active digital certificate, please follow the steps listed above. If the user does have a digital certificate but is not a user of the CRA Application, contact the PHA* to add the user to the CRA Application SDN activity. 	Oct 1
5	<p>Determine method by which your Project Area will enter data into CRA.</p> <ul style="list-style-type: none"> Project Area Submission Only <ul style="list-style-type: none"> Confirmed counts for each reporting week are entered at the Project Area level <u>only</u> Clinic Level Entry/Project Area Confirm <ul style="list-style-type: none"> Aggregate counts entered into CRA at the clinic/local level Counts confirmed at the Project Area level 	Sep 24
6	If entering data at the clinic/local level , ensure <u>ALL</u> clinics for which data will be entered into CRA have been added in the system and assigned to the 2010 Vaccine Doses Administered Exercise Lite event.	Oct 1

*PHA: Public Health Administrator

**DES: Data Entry Specialist